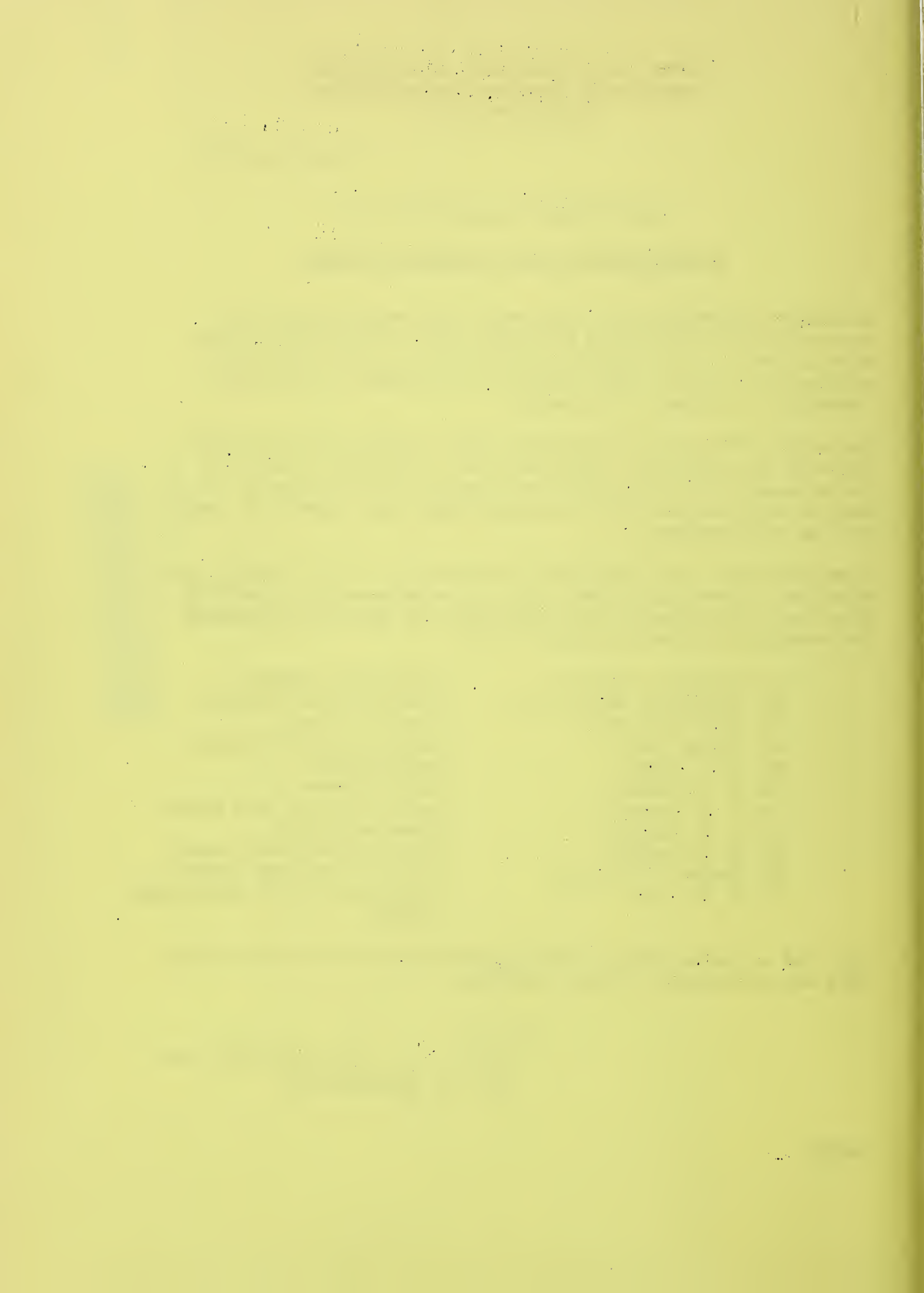


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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

March 25, 1942

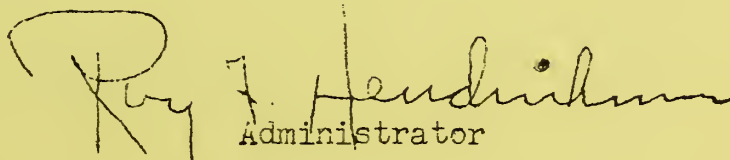
ADMINISTRATOR'S MEMORANDUM NO. 6

Docket Procedure

It is the responsibility of each Branch and their appropriate sub-units to initiate and prepare dockets or other documents involving action in their fields or areas of jurisdiction. Preparation should be interpreted to involve more than preparation in the physical sense -- it also involves expediting, arranging for appropriate checks, review by other officials concerned and for gauging the time required for approval in the various offices so as to eliminate, insofar as possible, a last minute rush. Sufficient time must be allowed for consideration and action in the Office of the Administrator and in other Agencies and in the Office of the Secretary where the docket involves consideration by officials outside the Agricultural Marketing Administration.

In the case of dockets which are being submitted to the Office of the Secretary, the schedule should be so arranged to allow for at least three days' consideration. In the Office of the Administrator, the schedule should allow for two days' consideration. In any case where, despite the most careful planning and expeditious action on the part of the originating Branch, it appears necessary that action be taken more quickly, a brief note stating why this is necessary and why it was impossible to allow the minimum time for consideration should be attached to the document and every effort will be made to expedite.

In the case of documents where it appears that the interests of farmers and the public would be adversely affected by the requirement of three days' consideration in the Secretary's Office, the Administrator or the Acting Administrator will handle personally with the Secretary, and will explain fully the reason for need of unusual speed.


Administrator

